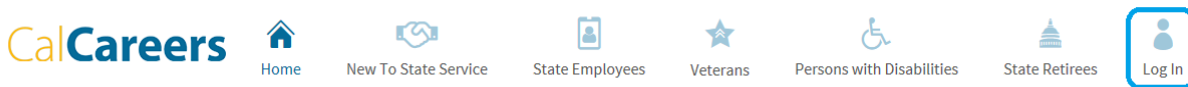


How to set-up a CalCareer Account

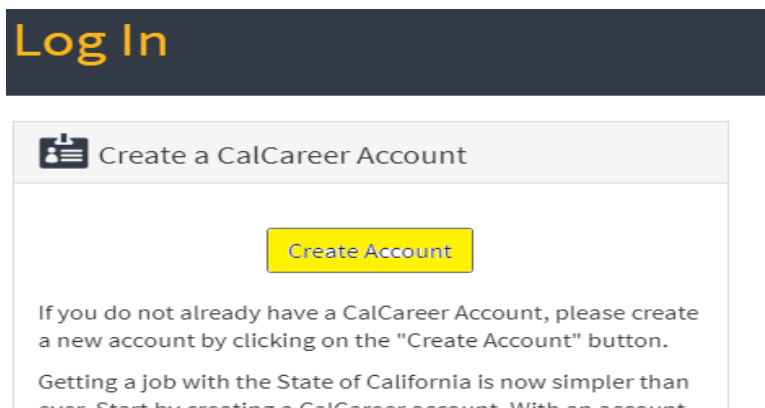
What is a CalCareer Account and why do I need it?

A CalCareer account is created through the California Department of Human Resources (CalHR) jobs site. This account allows applicants to take online State Civil Service Examinations as well as apply for vacancies electronically. This also allows applicants to store up to ten (10) different versions of the Standard State Application. The CalCareer account allows applicants to track their application and save additional documents (resume) all in one place.

1. Navigate to <https://jobs.ca.gov> and Click **Log In** in the upper right hand corner



2. Click on **Create an Account**.



3. Complete all required fields and then click the blue button titled, **Create Account**.

A screenshot of the 'Create a CalCareer Account' form. It has a dark blue header with the title 'Create a CalCareer Account' and a person icon. The form is divided into two main columns. The left column contains three fields: 'User ID: *', 'Password: *', and 'Confirm Password: *'. The right column contains three fields: 'Email Address: *', 'First Name: *', and 'Last Name: *'. To the right of the 'First Name' field is a 'Middle Name/Initial:' field. To the right of the 'Last Name' field is a 'Name Suffix:' dropdown menu. At the bottom right of the form is a blue button labeled 'Create Account' with a person icon.

4. Now your account is created and you will enter your contact information. Once you have entered your information, you will scroll to the bottom of this screen and click **Save Contact Information**.

My Contact Information

CalCareer Account | **Contact Information** | Job Applications | Exam / Assessment Applications | Exam / Assessment Records | Saved Jobs | Saved Searches | Messages | Application Templates (STD678) | Uploaded Documents | Equal Employment Opportunity | Log In & Security Settings | Additional Records

Contact Information [View Privacy Statement](#)

User I.D.: TestingUser CalCareer ID: 12345 SSN: ***-**-**** [Change SSN](#)

Note: SSN is required to obtain Veterans preference, career credits, and to establish promotional eligibility.

Personal Information

First Name: * Middle Name/Initial: Last Name: * Name Suffix:
 [First Name] [Middle Name/Initial] [Last Name] [Name Suffix]

Email Address: * Opt Out of Electronic Communication:
 [Email Address] [No]

Address

☒ US Address ☐ Non-US Address

Address Line 1: * Address Line 2:
 [Address Line 1] [Address Line 2]

City: * State: * Zip: *
 [City] [CA] [Zip]

[Feedback](#)

5. Click on the link in the left hand column titled, **Application Template**. This will allow applicants to create and save a template of the Standard State Application to apply for vacancies and examinations.
6. As a first time user, you will click, **Create New Template**. Note: The online application template mirrors a hardcopy application and will take you through each section of the Standard State Application form, 678.

My Application Templates

My Application Templates

CalCareer Account | **Application Templates** | Contact Information | Job Applications | Exam / Assessment Applications | Exam / Assessment Records

The **Application Template** is your STD 678, State Application, which you will use to apply for examinations and job postings.

You have not created any Application Templates.

[Create New Template](#)

7. The first field titled, **Application Template Name** requires a name to be entered for this application template. You may save up to ten (10) different templates in your CalCareers account.

My Application Template

My Application Template

CalCareer Account | **Application Template** | Contact Information | Job Applications

Application Template Name: *

[Application Template Name]

*** Required**

[Print Application Template](#)

8. Once the application template has been titled, the first section of the application takes the user to the **Questions** tab. You will specify the classification title for which you are applying in the “Exam Title/Job Title” box. **Remember** to update this each time you apply to a new examination or job.

Questions Education Experience

The Examination or Position Details (i.e., Job Control #, Exam Control #, Position #, Exam Title) will automatically populate in this section. Please refer to the Exam Bulletin or Job Posting if additional details are required. You can include any additional required information on the Questions tab on the Application Information page before submitting an application.

Exam Title(s) or Job Title

Examination(s) or Job Titles For Which You Are Applying:

Staff Services Manager I

9. If you are applying for an examination, you can leave this question blank. If you are applying for a Job, you will mark how you are eligible to apply for this job. If you have taken an examination and passed, select, **List Eligibility**.

Eligibility

If you are applying for a vacancy, please indicate your basis of eligibility:

- ☐ List Eligibility
- ☐ SROA/Surplus
- ☐ Reinstatement (including Reemployment eligibility)
- ☐ Transfer
- ☐ Other (Specify)

10. Respond to the **General Questions** and then click “save template” at the bottom right hand corner.

General Questions

Enter the county in which you would like to take the examination:

-- Select One --

Do you need reasonable accommodation to take an interview or written test?

Do your religious beliefs prevent you from taking an examination on a Saturday?

Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency?

11. Click on the **Education** tab to enter your education information and click **Save Template**.

Questions **Education** Experience

High School Education

Did you graduate from High School?

Yes

12. Click on the **Experience** tab to enter your employment history. Enter the most current employment first. Click **Save** after each employment record. Select **Add Employment Record** to add additional employment records.

The screenshot shows the 'Experience' tab selected in a navigation bar with 'Questions' and 'Education' tabs. Below the tabs is the heading 'Current State Employment'. A question asks 'Are you now employed by the State of California?' with a dropdown menu showing 'Yes'. Below that is a 'Department:' label and a dropdown menu showing 'California Energy Commission'.

13. Once you are complete with entering your employment history, click **Save Template**. Scroll to the top of the page and Click **Print Application Template** in the upper right hand corner to print a Standard State Application, Form 678. This will be used to apply for examinations and vacancies.

The screenshot shows the 'My Application Template' page. On the left is a sidebar with links: 'CalCareer Account', 'Contact Information', 'Job Applications', and 'Exam / Assessment Applications'. The main content area has a heading 'Application Template Name: *' with a text input field containing 'Testing Template'. Below this is a section labeled '* Required' with tabs for 'Questions', 'Education', and 'Experience'. In the top right corner, there is a button labeled 'Print Application Template' which is circled in blue.

14. Once you click **Print Application Template**, you will be directed to the View/Print page. If you are applying for a Job, click **Export Job Application** to PDF and if you are applying for an Examination, Click **Export Exam Application** to PDF.

The screenshot shows the 'Application Template - View/Print' page. On the left is a sidebar with links: 'CalCareer Account', 'Contact Information', 'Job Applications', 'Exam / Assessment Applications', 'Exam / Assessment Records', 'Saved Jobs', 'Saved Searches', 'Messages', 'Application Templates (STD678)', 'Uploaded Documents', and 'Equal Employment Opportunity'. The main content area has a heading 'Application Template - View/Print'. Below the heading is a 'Note:' section with a warning icon. The note text states: 'Printing your application does not submit it to an Agency for an examination or job posting. The California Department of Human Resources(CalHR) does not populate the Social Security Number(SSN) on the electronic version of the State Application Form. This is done to protect the privacy of all applicants' personal information. If you are unsure if the SSN is required on your examination application, please contact the Testing Department listed on the exam bulletin.' Below the note are two bullet points: 'In the Adobe presentation of your application, ensure your information fits correctly in the spaces provided before you print.' and 'If for any reason your application will not print, try another web browser.' Below the note is a yellow box with a warning icon and text: 'Some formatting choices may cause certain fields to cutoff the content provided. Please review the PDF version of your Application (STD 678) to verify all content before submitting.' Below the yellow box is a text prompt: 'Please click the "Export to PDF" button below to view your report.' Below the prompt are three buttons: 'Back', 'Export Job Application to PDF', and 'Export Exam Application to PDF'. The 'Export Job Application to PDF' and 'Export Exam Application to PDF' buttons are circled in blue.

15. Click on the applicable Export Application and a window should open to allow you to open or save the PDF document, click open to review.

16. The application should be displayed in PDF format. Review all contact information and employment history dates to ensure they are correct. Print application to submit for examinations. Note, all job postings allow applications to be submitted electronically via your CalCareer account.

STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

EXAMINATION / EMPLOYMENT APPLICATION
STD. 678 (REV. 12/2017) Page 1

Applications will be processed ONLY for classifications where an examination is in progress and the published final filing date has not passed, or for vacant positions where a department requests an application.

PRINT OR TYPE--PLEASE SEE INSTRUCTIONS ON BACK PAGE

APPLICANT IDENTIFICATION NUMBER (EASY ID)			
FIRST 3 LETTERS OF LAST NAME AT BIRTH	MONTH OF BIRTH	DAY OF BIRTH	Last 4 DIGITS OF SOCIAL SECURITY NUMBER
APPLICANT'S NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER
TESTING	APPLICATION		***-**-****
MAILING ADDRESS (Number) (Street)	E-MAIL ADDRESS		WORK TELEPHONE NUMBER
100 Capital Plaza	Testing@ca.gov		
(City)	(County)	(State)	(Zip Code)
Sacramento		CA	
EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING			PERSONNEL USE ONLY

Helpful Hints

- ✓ Search for vacancies (jobs) and examinations via <https://jobs.ca.gov>
- ✓ Sign your application, when submitting a hard copy for an examination.
- ✓ Update the examination or job title for which you are applying, as needed.
- ✓ Read the Job posting or Examination Bulletin for instructions on which additional documents need to be submitted with your application, (i.e., T&E assessment for exams or SOQ for jobs).